



WEST VALLEY CITY  
Unity • Pride • Progress

COMMUNITY & ECONOMIC DEVELOPMENT  
DEPARTMENT

## Administrative Determination Application

for property located at:

\_\_\_\_\_

**FEE: \$125.00**

Date \_\_\_\_\_

Application # \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Developer/Agent \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Parcel (sidwell) # \_\_\_\_\_

Plans required for Planning must be submitted digitally as well as on 24 inch x36 inch sized paper. Please attach a letter addressing the following questions:

1. What is the detailed description of the existing use? If for a lending agency, provide detailed description of information needed. Copies of building permits and certificates of occupancy must be requested directly from West Valley City Building Inspections Division.
2. What is the legal description of the property (please include the Lot Number and Subdivision)?
3. What is the date the original building was constructed (Building Permit records are not available if built prior to 1980)?
4. What is the name and address of the lending institution requesting a letter?

Signature \_\_\_\_\_ Date \_\_\_\_\_

01/12/09